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J. SMITH, ASST. SECY.-TREAS.
L. KELLY, JR., COMMISSIONER
T. CLOUD, GENERAL COUNSEL
J. BUNCH, GENERAL MANAGER/CEO

AGENDA*
SPECIAL MEETING OF THE
UTILITIES COMMISSION,
CITY OF NEW SMYRNA BEACH, FLORIDA
TO BE HELD MONDAY, FEBRUARY 28, 2022,
AT 2:30 P.M. 200 CANAL STREET, DEBERRY
ROOM, 3RD FLOOR, NEW SMYRNA BEACH, FL

(COVID PROTOCOLS – MTG. APPTS., MASKS OPTIONAL)

ROLL CALL

- 1. General Manager/CEO Merit Reward Determination – for FY2021 Performance**
 - a. Opening Comments – Director, Finance/CFO (*and Interim Director, Central Services*)
 - b. General Manager/CEO Excused from Meeting
 - c. UC Commissioners Discuss RE: Performance and Potential Merit Reward
 - i. Annual Performance Review Process Contractually Required

- 2. Conclusion of Special Meeting (*Regular UC Mtg. Commences at 3:00 pm*)**

- * Pursuant to Section 286.0105 of the Florida Statutes, if an individual decides to appeal any decision made by the Utilities Commission, City of New Smyrna Beach, Florida, with respect to any matter considered at a meeting or a hearing, that individual will need a record of the proceedings, and will need to ensure that a verbatim record of the proceedings is made. The transcription of such a verbatim will be provided an individual at a cost to be determined by the Utilities Commission in accordance with the full cost to reproduce such transcriptions and copies.
- * In accordance with the American with Disabilities Act, persons needing special accommodations to participate in this proceeding should contact the individual or agency sending this notice as soon as possible but no later than two days prior to the proceeding at the address given on the notice.



UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA

- SAFETY / SECURITY/ RISK MNGMNT.
RELIABILITY PERFORMANCE
SYSTEM CAPACITY EXPANSION
PREVENTIVE / CORRECTV. MAINT.
DEVELOPMENT / RELOCATION
IT / SHARED SRVCS. / EMPLOYEES PERF.
VALUE-ADDED SERVICES

U.C. VISION, MISSION, VALUES - OBJECTIVES [CHECK ALL APPLICABLE]
ADM. OFFICE
USE ONLY:

AGENDA ITEM 1.

Grid of checkboxes with checkmarks in the last two rows.

- CONSENT ITEM FOR MEETING OF: February 28, 2022
NEW BUSINESS FROM: Director, Finance/CFO and Interim Director, Central Svcs.
OLD BUSINESS SIGNATURE: Efren Chavez
SPECIAL MEETING EXHIBITS: Merit Reward Determination, 2022 - E. Chavez

SUBJECT: General Manager/CEO Merit Reward Determination - for FY2021 Performance

SUMMARY:

Per the General Manager/CEO's Employment Contract, Section 4. Compensation: "BUNCH's compensation rate shall be reviewed annually, if applicable, for the consideration of merit raise, in addition to the cost of living adjustment."

FY2022 Strategic Goals and FY2021 Organizational Accomplishments were presented to the Commission on October 26, 2021, agenda item 4-b.

Performance Appraisals were completed by each Commissioner individually and submitted to the Director, Finance/CFO in December/January 2022. Now that the performance review process is complete, merit reward determination is presented for discussion, recommendation, and subsequent vote. The Director, Finance/CFO has provided information to assist in this process (attached) and will facilitate the merit discussion as needed or requested.

Upon the Commissioners' approval of a determined merit reward, implementation will coincide with the U.C.'s exempt employees; retroactively to February 1, 2022.

FUNDING SOURCE(S) FY2022 O&M Payroll Budget

RECOMMENDED ACTION:

Determination and approval by the Utilities Commissioners regarding a merit reward for the General Manager/CEO's FY2021 work performance.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.

Merit Reward Determination – February 2022

General Manager/CEO, Joseph Bunch

Discussion facilitated by Efren Chavez, Director, Finance/CFO and Interim Director, Central Services

The information below should be used when considering a merit reward, as well as a merit range recommendation:

Marketed Salary Range for General Manager/CEO

The General Manager/CEO marketed wage range, **adjusted by 5%***, is:

(note – 5% is in accordance with UCNSB’s Pay for Performance Plan)

Minimum	MRP*	Maximum
\$221,116	\$250,950	\$280,784

**Market Reference Point (MRP) represents the targeted compensation point for an employee who has attained complete mastery of the position requirements to the extent that he/she can fully execute all the essential job functions of the position. The MRP presumes that the employee has acquired all the requisite job knowledge, skills, and abilities. Each MRP has a salary range associated with it comprised of a minimum and a maximum. An employee’s salary within the MRP range is dependent on his/her qualifications, years of related experience, performance, and internal salary equity considerations. (Excerpt from Compensation Program Policy, Section 1.1).*

UCNSB Salary Range for General Manager/CEO

The General Manager/CEO position is contracted. Therefore, there is no established salary range for the position as there exists for all other jobs in the organization.

Current Salary

Joe Bunch's current salary is \$257,000 which represents ~102% of MRP.

Merit Reward Recommendation

Based on Joe's performance reviews completed by you and the FY2022 budget, the following recommendations are presented for your consideration:

- For an employee with a Performance Rating of A (Exceeds Expectations) and a proximity to MRP, the recommended merit reward range for 2022 is 5-6%.
- For an employee with a Performance Rating of B (Meets Expectations) and a proximity to MRP, the recommended merit reward range for 2022 is 4-5%
- Considering Joe's performance results submitted by each of you, and his proximity to MRP, **the recommended merit reward range for 2021 is 6-7%**.

For comparison:

5% increase = \$12,850.....\$269,850 (108% of MRP)

6% increase = \$15,420..... \$272,420 (109% of MRP)

7% increase = \$17,990..... \$274,990 (110% of MRP)

Any of the above can be supported by the UC's FY2022 payroll budget without amendment.